G. R. S. 59] P7 GPB—15,000—20-12-13

GENERAL AND REVENUE SECRETARIAT.

1914-15
(Gen: Misc.)

File No. 80/-14

Serial Nos. 10 & 13

Papers Filed.

Month August 1914.

SUBJECT.

Re - The Curtailment to be effected in the Consumption of Stationery & Forms:

PREVIOUS REFERENCES.	LATER REFERENCES.
	Gen 162-14.
	GM 24-15 52
	G. M. 126-17 M 1.
	3-21 Sls 145 & 167.

Nanjaraj.
15-9-14

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(Secret)

NOTES.

80
Gen File No. 14-15

FILE HEADING.

Supply of stationery articles and printed forms to Public Departments.

From

The Superintendent Govt Stationery.

No. 168 Dated 14-8-14 Received 17-8-14

Diary No. 1443	Enclos.	Spare Copies.	Serial No. 60

BRIEF ABSTRACT OF LETTER.

Requests issue of a notice to all Govt officers to exercise economy in the consumption of stationery and forms as owing to the war there is possibility of difficulty in obtaining supplies from Europe & requests also permission to deduct 10% from the supplies of printed forms to depts.

NOTES AND ORDERS.

1) Draft Circular put up for approval or orders

BBR 17/8/14

2) Minute approved

Dy Secy 18/8/14

3) Put up number

4 18/8/14

NOTES—First Sheet.

GPB—35,000—15-6-12

G. R. S. 12]

General and Revenue Secretariat.

Gen File No. 80 of 1914-15

Serial No.	
4	Draft circular appd: by 1st Member of Council. MV. 19.8.14. Dem 19/8
5	Submitted to Dewan for info. 19/8/14.
13	To Heads of Depts & Dcts of Sts No G/1803-52 dated 19th August 1914 - Invites the attention of all Officers to the need for the exercise of economy in the use of stationery and paper as there is likely to be difficulty in the receipt of supplies. Submitted for transmission to Dewan's Office for the perusal of the Dewan as ordered above. 22/8/14 25/8
	Dewan) 27.8.14

1085/26/8/14

NOTE—Contn. sheet.

GPB—10,000—13-6-14

No. 168

OFFICE OF THE SUPERINTENDENT,
MYSORE GOVERNMENT STATIONERY,

Dated Bangalore, 14th August, 1914.

FROM

C. H. YATES, ESQ.,

SUPERINTENDENT, GOVERNMENT STATIONERY,

BANGALORE.

SECRETARY No. 1443

1914-1915

SECTION General

FILE No. 80 to 15

SERIAL No. 10

To

D. M. NARASINGA RAO, Esq., B.A., B.L.

Offg. Secretary to Govt., Gen. & Rev. Depts.

SIR;

I have the honour to draw your attention to the possibility of there being some difficulty in the near future of obtaining supplies of stationery and printing paper from Europe, or, for the matter of that, from any other source. Fortunately our annual stock has been almost completely received, and the requirements of the several Departments and Districts have nearly all been met. But, in view of possible difficulties in transport, I think it would be well if an official notice were issued, enjoining upon everyone using Government stationery and paper, the necessity of observing the greatest economy in all consumable office materials.

In the case, too, of forms which amount to many thousands, I might be allowed to reduce the total by say 10 % wherever possible.

This general curtailment would result in a considerable saving of paper on the year.

I have the honour to be,

Sir,

Your most obedient servant,

C. H. Yates.

Superintendent.

GPB—2,000—22-3-10.

(2)

G. R. S. 26]

File No. 80/1448

Serial No. 13

Diary No. of letter replied to 1443

No. G. 1803-52

Confidential

General and Revenue Secretariat

(.)

, *the* 191 .

To

Circular No

To all Heads of Depts &

Dy Commrs of Dts

Date of issue 19.8.14

Signed by

It has been brought to the notice of Govt that difficulty is likely to be experienced in the near future in obtaining supplies of Stationery and printing paper the attention of all Offices using Govt Stationery & paper should be drawn to the need for the exercise

over.

SUBJECT.

of the greatest economy in the consumption of these materials and special precautions should be taken to see that the utmost care is observed in using these materials.

2 The Supply Department is authorized to reduce the supply of limited firms by about 10 per cent whenever possible during the current year and to take steps to reduce other supplies similarly in consultation with the Heads of the Supply concerned

B. 6

List of enclosures.

Copied by

Examined by

GPB—25,000—8-6-11.

(4)

CONFIDENTIAL.

No. G. 1803-52 / G. M. 80-14-13

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT.
Dated 19th August 1914.

CIRCULAR.

To—All Heads of Departments and Deputy Commissioners of Districts.

As it has been brought to the notice of Government that difficulty is likely to be experienced in the near future in obtaining supplies of stationery and printing paper, the attention of all officers using Government stationery and paper should be drawn to the need for the exercise of the greatest economy in the consumption of office materials and special precautions should be taken to see that the utmost care is observed in using these materials.

2. The Superintendent, Government Stationery, is authorized to reduce the supply of printed forms by about 10 per cent wherever possible during the current year and to take steps to reduce other supplies similarly in consultation with the Heads of the Departments concerned.

By Order,
D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

Exd.—C.R.

1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

CIRCULAR

Dated 19th August 1914

No. G. 1803-52
G. M. 80-14-13

Directing all officers to exercise the greatest economy in the consumption of stationery and forms as there is likely to be difficulty in obtaining supplies in the near future.

GPB—2-9-14—350